

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **118**
PAGE
NO. **1** ✓

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

STRUCTURAL & HYDRAULIC SECTION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1.

ENGINEERING DATA

This file consists of sketches, computations, plans, etc., on all pumping stations, standpipes, incinerators, dams and filtration plants. The material is of various sizes, filed alphabetically, by project, for the years 1923 to date and occupies 17½ cubic feet in the office area. There are no duplications and there is no accumulation at present as all of the projects are completed. The file is used for reference.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved by Hall of Records Commission

2.

CONSTRUCTION CONTRACTS (DUPLICATES)

These are construction contracts for all dams and filtration plants. The original is filed in the Secretary Treasurer's Office (Schedule 76, Item 1). The contracts are used in this office for preparing new specifications and plans. The material occupies 6 cubic feet in the office area. There is no accumulation as the projects have been completed and the contracts are retained for reference.

RECOMMENDATION: RETAIN FOR FIVE (5) YEARS AFTER THE JOB IS ACCEPTED BY THE COMMISSION AND THEN DESTROY.

Approved Hall of Records Commission

3.

BLUE PRINTS

The prints (26" X 40") are drawings for all standpipes and elevated tanks, also filtration plants, submitted by the contractors and builders. There are no duplications. The prints are folded and filed in one file drawer occupying 3 cubic feet. The annual rate of accumulation is very small.

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Record Survey
Title

November 29, 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

December 10, 1954
Date

Mona S. Radloff
Archivist

DEC 14 1954
Date

Maluski
Secretary

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 118

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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RECOMMENDATION: RETAIN PERMANENTLY.

4. FUTURE WATER SUPPLIES

The file consists of studies and sketches for future water supplies. The material (mostly 8 1/2" X 11") occupies 1 1/2 cubic feet in the office area for the years 1950 to date. The present annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

5. MISCELLANEOUS - ROCKY GORGE

This file consists of blue prints and studies for Rocky Gorge Dam. There are also photostat copies of final quantities of Rocky Gorge, the original being filed at the Dam at present. The material occupies 1 1/2 cubic feet for the years 1947 to 1953. The file is retained in this office for reference.

RECOMMENDATION: RETAIN PERMANENTLY.

6. INSPECTOR'S DAILY REPORT

This unnumbered form (8 1/2" X 11") is a daily report by the Inspectors showing the weather condition, number of men, equipment on the job and the location - reservoirs and roads. The material is filed by date for the years 1952 to 1953 in book form and occupies 1/2 cubic foot in the office area. There is no accumulation at present.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

7. DAILY CONCRETE REPORTS - ROCKY GORGE

The unnumbered form (8 1/2" X 11") is a report showing the number of yards of concrete poured, and the location. The material is filed by date for the years 1952 to September 1954, and occupies 1 1/2 cubic feet in the office area. There is no more accumulation as the project has been completed.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

RECEIVED BY
BOARD OF PUBLIC WORKS
Date DEC 10 1954

[Signature]
Secretary